




IFUGAO STATE UNIVERSITY
Nayon, Lamut, Ifugao

OFFICE ORDER NO. 5 - 2011

Subject : *Creation of the Graduate School in IFSU Main Campus*
Date : *May 13, 2011*

1. By the authority vested in undersigned as President of the Ifugao State University by RA 9720 and RA 8292 and in line with the Vision of the University to be an ACE – Academic Centers of Excellence and the pursuit of the university development goals (Goal 1 – pursue excellence in instruction services and Goal 5 – pursue excellence in administration and governance), a Graduate School (IGS) is hereby created;
2. The Graduate School shall have the following functions:
 - a. To oversee the proper and smooth implementation of all graduate programs in the university;
 - b. To ensure that all graduate programs are of quality and above minimum standards;
 - c. To propose other graduate programs that are needed by the various stakeholders and are supportive of the mandate and goals of the university;
 - d. To initiate and implement programs, projects and activities of the institute in support of the academic programs under it and in line with the vision and goals of the university;
 - e. To come up with a Graduate School Manual containing policies and guidelines relevant to graduate programs for approval by the Board of Regents;
 - f. To initiate and propose needed revision in the University Code to integrate the establishment of the IGS in the university system.
3. The Graduate School shall have the following officials to manage its affairs:
 - a. Coordinator – Acts head/ chief of the Institute. Coordinates the proper implementation of all graduate programs of the university. By virtue of the bulk of work to be done, coordinatorship in the Graduate School shall have a workload equivalent of 9 units.
 - b. Chairpersons for the various programs – Manage the program implementation. Helps students manage their studies, identify their advisers, form their guidance committees, set their proposal and theses/ dissertation defense. Schedule classes following prescribed curriculum and recommends the faculty who will handle the classes. There shall be Chairpersons for the following programs:
 1. Doctor of Philosophy (major in Educ. Mgt.), Master of Arts in Teaching and Master of Arts in Education, Master of Arts in Nursing;
 2. Doctor of Philosophy (major in Public Admin), Master in Public Administration;
 3. Graduate programs in other campuses.
4. The Graduate School shall share office and classrooms with the College of Teacher Education.
5. Henceforth, all graduate programs being managed by the colleges shall be transferred to the newly created Graduate School;
6. Any provision of this order contrary to higher laws and policies are considered ineffective.


SERAFIN LINGOHAYON, Ph.D.
President

CC: Deans, Chairpersons, Records, File